

## CITY OF LOS ANGELES

### INTER-DEPARTMENTAL CORRESPONDENCE

Date: June 15, 2020

To: Division Managers, GSD

From: Kathy Yamaguchi, Safety Engineer, GSD

#### **Subject: GSD PROTOCOLS AND CLEANING GUIDANCE FOR KITCHENS, BREAK ROOMS, CONFERENCE ROOMS, AND OTHER COMMON AREAS**

These protocols and guidance have been developed in addition to the Personnel memo (PERSONNEL AND UNIFORM WORKPLACE SAFETY PROTOCOLS - V1.4) and any other city, county, OSHA and CDC protocols and guidance. GSD divisions are required to discuss and implement these protocols with all employees (including returning employees), and are to post in common areas at their site locations.

These protocols will be updated as we get new information and as needed. Please update your division plans and protocols accordingly.

#### I. Break Rooms and Lunch Rooms

- Wear a face covering which covers the entire nose and mouth to the extent feasible.
- Stagger lunch and break times to maintain six feet of physical distancing between employees in break and lunch rooms.
- Organize chairs and stagger the seating arrangement to maintain six feet of physical distancing between employees.
- Employees are encouraged to take lunch and coffee breaks outside, when feasible.
- Employees are encouraged to clean and disinfect tables, microwaves, coffee pots, refrigerators, microwaves, toaster oven, faucet handles, sink surface, towel dispenser levers and other commonly touched items before and after each use with an EPA approved disinfectant for use against COVID-19, premixed bleach

solution, or a 70% alcohol solution. Follow the manufacturer's instructions and Safety Data Sheet to ensure safe and effective use of the product.

- Maintain six feet of physical distancing when using appliances such as microwaves, refrigerators, etc. Avoid standing around these appliances.
- Avoid sharing of food and water.
- Avoid using shared water stations or dispensers. If a water dispenser must be used, encourage employees to disinfect the water cooler handles after each use and to wipe down the new water bottle with disinfectant prior to changing out the empty bottle.
- Avoid sharing eating utensils, dishes and cups.

## II. Conference Rooms

- If in-person meetings are essential, ensure they are limited to 10 people or fewer participants if physical distancing permits. All participants must wear cloth face coverings.
- Organize seats and tables in such a manner so there is at least six feet between seats.
- Employees are encouraged to disinfect commonly touched surfaces such as tables, chairs, audio video equipment, remote controls, and speaker phones before and after each use or with an EPA approved disinfectant for use against COVID-19, premixed bleach solution, or a 70% alcohol solution. Follow the manufacturer's instructions and Safety Data Sheet to ensure safe and effective use of the product.

## III. Supply Rooms

- Limit the number of employees that can occupy the supply room at one time to ensure the six feet physical distancing is maintained.
- Employees should be encouraged to disinfect high touch surfaces on a regular basis with an EPA approved disinfectant for use against COVID-19, premixed bleach solution, or a 70% alcohol solution. Follow the manufacturer's instructions and Safety Data Sheet to ensure safe and effective use of the product.

## IV. Counters

- Employees are encouraged to disinfect counters after each customer or on a regular basis with an EPA approved disinfectant for use against COVID-19, premixed bleach solution, or 70% alcohol solution. Follow the manufacturer's

instructions and Safety Data Sheet to ensure safe and effective use of the product.

#### V. Lobby, Reception and Other Waiting Areas

- Limit the number of seats that are open to the public (e.g., lobby, reception, waiting rooms) so there is at least six-feet between seats.

#### VI. Hallways

- To the extent possible, modify flow of traffic within the workplace to minimize contacts (e.g., doors for entry or exit only; directional hallways or passageways have been established for foot traffic in a way that prevents employees from passing by one another).

#### VIX. Workstations

- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Shared tools and equipment should be cleaned before and after each use.
- Routinely clean all frequently touched surfaces, such as workstations, keyboards, telephones, printer, desks, etc.
- High-touch office technology devices such as copiers, printers, should be cleaned using a 70% alcohol solution or disinfectant wipe applied to a clean, soft, lint free, cotton cloth or microfiber cloth.
- Do not spray any liquids directly onto the electronics.

#### X. Other Work Locations (Yards, Warehouses, Shops, Laboratories)

- Discourage equipment sharing, if possible. If not possible, require tools and equipment be sanitized before and between uses.

#### XI. Other Safety Measures

- Divisions are responsible to post signage at work sites (Entrances to work sites, lunch, breakrooms, etc.) consistent with the EMD Work Group Guidance (See attached). Divisions are not responsible for common entrances and areas (lobbies, elevators, staircases, etc.) in high rise buildings such as City Hall South.
- Refrain from shaking hands. Instead, hug with waves or head nods and/or similar

greetings that break physical distance.

- Discourage employees from congregating in any area, especially in common or high traffic areas such as lobbies, reception areas, break rooms, lunchrooms, restrooms, hallways, and stairwells.

If you have any questions, please contact Kathy Yamaguchi (Safety Engineer) at (213) 922-8574 or Sarah Garcia (Management Assistant) at (213) 922-8570.

#### Attachments

cc: Tony Royster, GM,GSD  
AGMs, GSD  
Safety Coordinators, GSD